

THE FREE LIBRARY OF NEW HOPE AND SOLEBURY
Board of Trustees Meeting Minutes
August 16, 2017

In attendance: Beth Houlton, President; Ron Cronise, Treasurer; Jacqui Griffith; Kay Reiss; Gene Underwood; Larry Davis, Guest

I. CALL TO ORDER – Beth Houlton

A. The meeting was called to order by Beth at 5:33 p.m.

B. **MOTION** by Gene to accept the July Meeting Minutes. **SECONDED** by Ron. **APPROVED** by all.

C. Potential new board member Larry Davis was introduced to the Board and his background/qualifications discussed. A **MOTION** for Larry Davis to fill Susan Atkinson’s term on the Board starting on September 1, 2017 until December 31, 2018 was unanimously **APPROVED**.

II. FINANCE REPORT – Ron Cronise

FUNDRAISING UPDATE THROUGH 31 JULY 2017

<i>Source</i>	<i>Gross Income</i>	<i>Expenses</i>	<i>Net Income</i>	<i>YTD Budget</i>	<i>Notes</i>
Annual Fund	\$19,626	\$69	\$19,557	\$17,500	Annual Budget is \$55,000
<u>Board Sponsored Events</u>					
Read-A-Thon	\$12,897	\$2,335	\$10,562		includes 2016 sponsorship includes \$8,000 from FOL
Mardi Gras	\$15,238	\$4,123	\$11,115		
Sub-Total	\$28,135	\$6,458	\$21,677	\$20,500	<--annual event budget
Fundraising Grand Totals	\$47,761	\$6,527	\$41,234	\$38,000	

RECEIPTS/EXPENDITURES THROUGH 31 JULY 2017

	<i>Actual</i>	<i>Budget</i>	<i>Notes</i>
Receipts	\$196,288	\$191,806	we have received \$5K more than budgeted

Expenditures	\$150,043	\$152,665	we have spent \$2K less than budgeted		
Profit/Loss	\$46,245	\$39,141	we are about \$7K ahead of budget		

INVESTMENTS AS OF 31 JULY 2017

	<i>Current Balance</i>	<i>Gain/Loss Since Inception</i>	<i>Gain/Loss YTD</i>	<i>YTD ROI</i>	
Unrestricted Endowment	\$876,483	\$196,264	\$67,595	8%	
Restricted Endowment	\$109,177	\$26,099	\$8,711	9%	
Sub-Total	\$985,660	\$222,363	\$76,306	8%	
Non-Endowment Investments	\$49,060	\$2,712	\$1,128	2%	
Grand Total	\$1,034,720	\$225,075	\$77,434	8%	

CASH POSITION

	<i>July 31, 2017</i>	<i>June 30, 2017</i>	<i>Difference</i>	<i>Months Covered</i>	
	\$107,538	\$54,046	\$53,492	5.1	

NET WORTH

	<i>July 31, 2017</i>	<i>July 31, 2016</i>	<i>Difference</i>	<i>ROE</i>	
	\$1,997,407	\$1,720,980	\$276,427	16.1%	fixed assets now \$855K

B. Ron will continue to pursue a revised investment policy.

III. DIRECTOR'S REPORT – Connie Hillman

A. In Connie's absence, her report was reviewed, including information of the highly successful summer reading program and the information that the Bucks County Library system is keeping the old bar code system as they move forward with the RFID system. The Board would like Connie to quantify as best as

possible the need for additional staffing hours if we need to handle the bar coding for our new acquisitions ourselves.

Director's report in full:

- Summer Reading concluded on August 4. We are still compiling statistics, but to offer a ballpark figure in terms of participation we had about 220 children, 42 teens and 63 adults taking part. 1,134 people attended library programs as part of the summer reading program from the last week in June through the first week in August. Our summer programming ended with a bang with 57 children, adults and teens enjoying the comedy and juggling of the amazing Andrew Schraff. Many thanks to Patricia, Darcy and the other staff and volunteers who work so hard to make this program a success.
- District Information:
 - The BCFL board has approved the installation and expense of the RFID software for Doylestown and the branches. Installation is expected to begin in October and be completed by December.
 - Due to the levelled funding District funding, DY is looking into scaling down on its technical services department by having our new acquisitions delivered directly to each library. Depending on the cost, the books may arrive shelf ready or processing would have to take place here. We will know more as this fall, however, we should be prepared to budget the cost of extra staff time into our 2018 budget in the event processing and cataloging needs to take place in house.
- Building:
 - Thanks to the Friends of the Library and the incredible Paul Spencer, we now have two retractable screens hanging discretely in the library: one in the children's department, the other in the conference room. Paul also hung up a pair of sound-deadening curtains in the children's department, added a new shelf for the juvenile fiction and planed a bit more off the sticky front door.
 - I received an estimate from Jim Meskill regarding the movement of the pendant lamps in the conference space. He would move the fixtures and cover the holes left in the ceiling with plain white covers.

Total cost is \$275. Please let me know if you would like me to proceed.

- Outreach/partnerships:
 - I met with Alyssa Marton, who is the director of special education from the NHS School District. We've made arrangements for some of her high school students to volunteer at the library twice a week as part of their classwork. Alyssa was very grateful that we were willing to have her students join our team.
 - The youth theater company from the Bucks County Playhouse delivered a preview of *Seussical Jr.* at the library.
 - Darcy's EXPLORE programs continued to be popular this summer. Some of the local agencies that we collaborated with included: Howell Farm Museum, Friends of Washington Crossing State Park, the Aquetong Watershed Association, Paxson Hill Farm, Friends of the Delaware Canal and the Mercer Museum. This was a great way to engage our patrons with a variety of community organizations.
 - Darcy and Patricia are setting up a Teen Advisory Group. First meeting will be late in September.
 - Darcy and Patricia are also contacting area preschools to set up visits. Three of these preschools are new to our library and offers to visit the site have been met with a good deal of enthusiasm. It's great to make new friends.

- On a completely different note, we have been experiencing an unusually large amount of requests for exam proctoring. Within the past month, we proctored 11 exams, which made \$275 for the library.

- We have borrowed digitization equipment from district services and are figuring out how to use it. Once we do, we will have the ability for our patrons to convert their photographs and home VHS tapes to a digital format. We'll do this for the month of September.

- Our local history collection is finally now out on the floor, completing our unpacking of our boxes from our move. Thank you again to the Friends for purchasing the additional shelving that helped make this happen.

- The STEAM kits have been flying off our shelves! Thank you to the Friends for purchasing these for our preschoolers.

IV. STRATEGIC PLANNING – Beth Houlton

A. Website: The committee is pursuing the best course of action for revision of the website and will be interviewing consultants in September.

V. BUILDING/ PROPERTY

Connie investigated moving the overhead lights in the community room and received an estimate of \$300 from Jim Meskill. A motion was approved to spend up to \$300 to center the lights over the conference table.

VI. DEVELOPMENT – Jacqui Griffith

A. The Legacy Brochure has been completed.

B. The committee is planning a major donor event in November (date TBA). It will feature Linda Kenyon as Julia Child, French wine and canapés, and donors who attend will receive a signed copy of Justin Spring's soon-to-be-published book *The Gourmand's Way*. https://smile.amazon.com/Gourmands-Way-Americans-Paris-Gastronomy/dp/0374103151/ref=sr_1_1?ie=UTF8&qid=1504041988&sr=8-1&keywords=gourmand%27s+way

VII. GOVERNANCE – Kay Reiss

A. With the resignation of Susan Atkinson, Kay Reiss has agreed the chair the Governance Committee. The need for a pipeline of potential new board members was discussed.

VIII. MARKETING – Gene Underwood

1. Gene has met with Beth to review content for a revised website prior to Beth, Carol & Connie meeting with website developers.

2. Gene has researched signs for in front of the library to promote upcoming events, but we need Polly to return to check out what is allowed in New Hope.

IX. FRIENDS OF THE LIBRARY – no report this month.

X. ADJOURNMENT – The meeting was adjourned at 6:45 p.m.

Respectfully submitted,
Kay Reiss